

Records Management

DESCRIPTION OF MAJOR SERVICES

Records Management is responsible for storage of inactive records and their eventual destruction. This division relocates inactive files from county departments into a central storage facility, where the files are maintained and made accessible to user departments upon request. The division also identifies records eligible for destruction based on schedules established by the owning agency, and adopted by the Board of Supervisors.

The Records Management budget is an Internal Service Fund (ISF). As an ISF any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

BUDGET AND WORKLOAD HISTORY

	Actual 2003-04	Budget 2004-05	Actual 2004-05	Budget 2005-06
Appropriation	113,142	146,009	146,077	203,135
Departmental Revenue	138,379	173,349	188,094	200,240
Revenue Over/(Under) Expense	25,237	27,340	42,017	(2,895)
Budgeted Staffing		1.0		1.0
Fixed Assets	-	-	-	-
Unrestricted Net Assets Available at Year End	(2,283)		68,294	

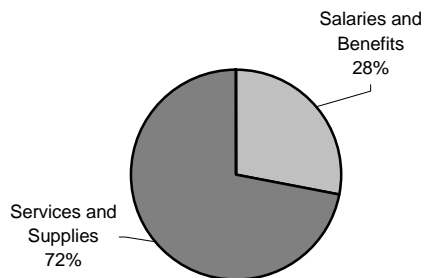
Workload Indicators

Shredding/reams	-	-	-	12,000
Storage (instead of cubic feet, storage is by no. of boxes)	33,268	32,648	27,597	32,992
Box/file retrievals and box/file refills	-	-	-	288
Requests for faxing documents	-	-	-	120

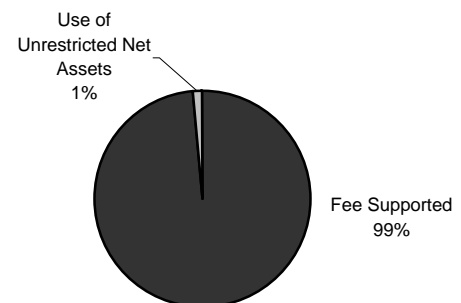
Departmental revenue exceeds budget based on the high volume of shredding in 2004-05. This one-time revenue fluctuation is due to the recent implementation of the records retention policies by departments in 2004-05.

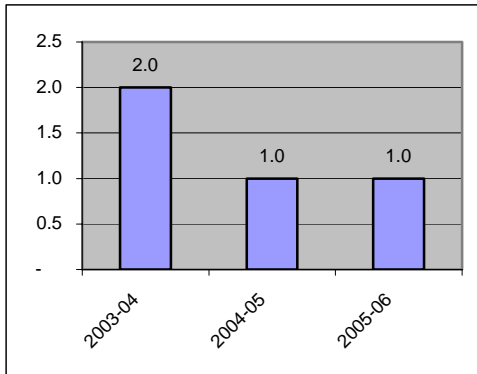
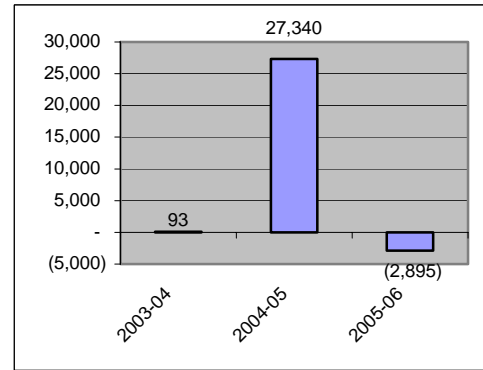
In 2005-06 the shredding volume is expected to drop by more than half. However, the Board approved an increase in fees, effective July 1, 2005, to cover increased County-Wide Cost Allocation Plan (COWCAP) and insurance costs.

2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART**2005-06 REVENUE OVER/(UNDER) CHART**

GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder
FUND: Records Management

BUDGET UNIT: IRM ACR
FUNCTION: General
ACTIVITY: Finance

	2004-05 Actuals	2004-05 Final Budget	2005-06 Board Approved Base Budget	2005-06 Board Approved Changes to Base Budget	2005-06 Final Budget
Appropriation					
Salaries and Benefits	52,125	52,538	56,966	-	56,966
Services and Supplies	93,570	93,088	112,397	33,569	145,966
Transfers	-	383	383	(180)	203
Total Appropriation	145,695	146,009	169,746	33,389	203,135
Operating Transfers Out	382	-	-	-	-
Total Requirements	146,077	146,009	169,746	33,389	203,135
Departmental Revenue					
Current Services	188,094	173,349	194,895	5,345	200,240
Total Revenue	188,094	173,349	194,895	5,345	200,240
Revenue Over/(Under) Exp	42,017	27,340	25,149	(28,044)	(2,895)
Budgeted Staffing		1.0	1.0	-	1.0

DEPARTMENT: Auditor/Controller-Recorder
FUND: Records Management
BUDGET UNIT: IRM ACR

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Services & Supplies Increase services and supplies due to purchase of records inventory bar code system and increased COWCAP.	-	33,569	-	(33,569)
3. Transfers Decrease transfers due to Employee Health and Productivity.	-	(180)	-	180
4. Charges for Current Services Estimated small increase in revenue based upon historical trends.	-	-	5,345	5,345
Total	-	33,389	5,345	(28,044)

